servants do not form a district or division-wise cadre it is directed that, as far as possible, they should not be transferred outside the District. It is, however, made clear that Government retain the right to transfer the employees outside the district when necessary in the public interest.

By Order and in the name of the Governor of Mysore,

L. A. DHAMANIGI,
Under Secretary to Government,
General Administration Department
(Services-1).

Availing of the opportunities under various Foreign Aid Schemes.

OFFICIAL MEMORANDUM

No. GAD 57 GFS 59, DATED BANGALORE, THE 9TH JUNE 1959 (JYEISHTA 19, SAKA ERA 1881).

Attention of the Heads of Departments and the Administrative Secretariat Departments is invited to the instructions issued in Government Circular No. GAD 45 FIS 1958, dated 10th June 1958, regarding the revised procedure to be followed in respect of the foreign aid schemes and the submission of applications to Government of India. It has been observed that the procedure laid down in the above circular has not been followed strictly and as a result of, that, inordinate delays have been caused in the matter of sending proposals to Government of India. Some of the Secretariat Departments have wrongly interpreted the instructions issued under clause (*d*) of the Circular and, without going through the circular properly, they have recently forwarded applications directly to the Government of India. The General Administration Department had to write to the Government of India requesting them to classify the applications under particular schemes and consider the possibility of awarding scholarships to such officers. Some departments refer the applications unnecessarily to the General Administration Department though they are to be disposed of by them according to the instructions issued in the above circular. There have also been cases where the Departments of the Secretariat have referred the files to the Finance Department for concurrence in respect of 'Local Costs' though Finance Department's concurrence was not necessary [*vide* instructions issued under clause (*e*) of the circular referred to above]. As a result of these irregularities, the proposals of the State Government are not sent to Government of India, on the dates fixed by them.

2. In order to enable the State Government to send their proposals in respect of all schemes to Government of India, on the date prescribed in each such scheme, all the Heads of Departments and the Administrative Departments of the Secretariat, are requested to follow the instructions issued in the Circular No. GAD 45 FIS 1958, dated 10th June 1958, (copy appended for ready reference) rigidly.

3. The following further instructions are issued in this respect for the guidance of all concerned:—

(i) The Scholarship or Fellowship schemes concerning only one department, should be dealt with by that department in accordance with the instructions issued under clause (*d*) of the Circular No. GAD 45 FIS 1958, dated 10th June 1958.

(ii) The following cases only should be forwarded to the General Administration Department.

(*a*) The scholarship or fellowship scheme where more than one department is concerned.

(*b*) Where a departmental enquiry is pending against an officer and he is recommended for scholarship.

(*c*) Where officers recommended have only five years of service left to retire.

(*d*) Where an officer had previously training in a Foreign Country and is recommended for scholarship or fellowship for a second time.

(*e*) Cases of officers who have been recommended in relaxation of the minimum requirements regarding age, qualifications, etc.

(iii) The following documents must be submitted by the candidates applying for scholarships or fellowships.

(*a*) Typed applications in the prescribed form. The number of applications to be sent will be according to the instructions issued by the Government of India under the scheme. Applications in *manuscript* will not be entertained.

(*b*) Medical fitness certificate.

(*c*) 'Local Cost' Certificate (specimen appended).

(*d*) Certificate regarding release and employment (specimen appended).

(*e*) Certificate that the candidate has not been recommended simultaneously under any other scheme.

(*f*) All certificates regarding qualifications, etc.

(iv) The Heads of Departments should not forward the applications if the above particulars are not furnished by the candidates.

4. The Heads of Departments should sign the applications which are complete in all respects, as "Sponsoring Authority", on behalf of Government and should also furnish necessary certificates mentioned at (*c*) to (*e*) of para (3) (iii).

5. It is for the candidates and the Heads of Departments to see that the applications are complete in all respects before they are forwarded to Government. Government will not take any action on incomplete applications, and such applications will either be returned to the Departments or filed.

K. M. MIRANI,
Deputy Secretary to Government,
General Administration Department
(O. & M. Sec.).

ANNEXURE.

Local Cost Certificate.

It is certified that prior concurrence of the appropriate financial authorities has been obtained for incurring the 'Local Costs' in respect of Shri .....for training abroad under the Colombo Plan/Point Four Programme/

.....

Date..... Signature of the Sponsoring Authority

Certificate regarding Release and Employment.

It is certified that Shri..... will be released for training abroad as and when a call forward date is received from the Foreign Government/Agency and that after his return from training, he will suitably be employed on a job in which his foreign training will be properly utilised.

.....

Date..... Signature of the Sponsoring Authority.

Certificate about the candidate not sponsored under any other scheme.

It is certified that Shri..... has not been recommended simultaneously under any other scheme.

.....

Date..... Signature of the Sponsoring Authority.